



MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer  
Clerk of the Board of Supervisors  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

All Department/District Heads

At its meeting held November 16, 2004, the Board took the following action:

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Supervisor Burke made the following statement:

“Telecommuting is an integral part of the County’s overall compliance with regulations (Rule 2202) as set forth by the South Coast Air Quality Management District (SCAQMD) to reduce air pollution from employee commutes to and from work.

“In January of 1989 the County of Los Angeles Board of Supervisors adopted a Telecommuting Policy as a means toward achieving the ‘County’s regional clean air and traffic reduction goals.’ Telecommuting standards were adopted formally by the Board in 1990 and added to the Board of Supervisors Policy Manual. The criteria for using telecommuting assumes that employees’ commutes will be eliminated or reduced by at least 50%. In late 1990, there were an estimated 1,200 County employees in 32 departments using telecommuting to complete their work assignments.

“The Countywide Telecommuting Program, according to the Board adopted policy, is a management option, not a universal employee benefit. Department Heads may implement telecommuting when it is deemed mutually beneficial by both the department and the employee. The employee remains liable for injuries to third parties and/or members of the employee’s family on the employee’s premises.

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“There are a variety of job functions deemed suitable for telecommuting, including audit reports, data analysis, contract preparation/monitoring, conducting business by telephone, data entry, processing and programming, project oriented work, reading and writing, and word processing. The County may, with reasonable notice, make onsite visits to the employee’s home to determine that the work site is safe and free from hazards and to maintain, repair, inspect and retrieve County-owned equipment, software, data and supplies.

“The SCAQMD requires the County to keep copious records detailing the number of employees participating in the program, the number of days per week employees work at home or at a satellite center, and any training or orientation sessions that are held in support of the program. All telecommuters must comply with the County’s Telecommuting Standards, which address policy issues related to workers compensation, use of County equipment, telephone costs, tax implications and other issues deemed appropriate by the County.

“Given that we read on a regular basis newspaper articles describing the ever increasing problem of traffic congestion throughout our regional arterial system, I believe it is time for this Board to revisit and reassess the telecommuting policies and determine how useful a tool this is proving to be, who is using it, are there abuses and what can be done to make improvements.”

Therefore, on motion of Supervisor Burke, seconded by Supervisor Antonovich, unanimously carried (Supervisor Molina being absent), the Chief Administrative Officer was instructed to:

1. Review and reassess the current Board Policy for the Los Angeles County Telecommuting Program, in conjunction with all County Department/District Heads; and
2. Return to the Board by February 22, 2005 with an updated Board Policy for the Los Angeles County Telecommuting Program, and that such a policy shall specifically include, but not be limited to the following:
  - A review of each County department’s use of telecommuting with specific emphasis on adherence to and compliance with the County Telecommuting Policy, including productivity statistics on an employee-by-employee basis for each employee using telecommuting privileges during Fiscal Years 2003-04 and 2004-05;

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- A review of the number of employees in each department and their justification for enrollment in the departmental telecommuting program, frequency of telecommuting and the specific functions used in telecommuting, including a review of the nature and extent that de facto telecommuting is utilized under “out of office” or any other such “time allocation” description;
- A review of current job classes using telecommuting with specific guidelines for enhancement or cutbacks, if necessary;
- The creation of annual orientation/training certification sessions for employees, supervisors and managers enrolled in departmental telecommuting program;
- Appropriate funding set aside in the amount of \$100,000, for studies and research on telecommuting in the marketplace, best practices, trends, etc.; and
- A review and recommendations for updating the County’s Telecommuting Program Manual.

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Copies distributed:  
Each Supervisor